Department:

Business

Course Description:

This course is designed to prepare students to communicate at levels that will lead them to successful business careers. Focus will be on the idea that successful communication consists of applying different skills, using the right tools, and mastering communication techniques. The course will also cover decision-making strategies for real-world situations. Basic medical terminology will also be covered.

Course Competencies:

Upon completion of the course, the student should be able to:

1. Explain the writing and communication process.
2. Draft effective business correspondence.
4. Proofread and edit business correspondence.
5. Use standard sentence structures.
7. Define word parts such as suffixes, prefixes, roots, and combining forms
8. Define, spell, and pronounce medical terms.
9. Apply medical abbreviations.

Course Content:

A. Business Communications
   1. Communication and the Writing Process
   2. What Is Good Business Writing?
   3. Developing and Revising Short Business Messages
   4. Watch What You Put in That Office E-Mail
   5. Persuasive Communications
   6. Verbal Communication Skills
   7. Global Communication and Technology
   8. The Mechanics of Writing
   9. Writing Essentials – Grammar for Writing
   10. Formatting Standard Business Documents
B. Basic Medical Language
   1. Introduction to Medical Terms and Organization of the Human Body
   2. Integumentary System and Colors
   3. Respiratory System
4. Urinary System
5. Reproductive System
6. Cardiovascular and Lymphatic System
7. Digestive System
8. Eye, Ear, and Plural Endings
9. Musculoskeletal System
10. Nervous System
11. Directional Terms and Anatomic Planes

Learning Assessments:

Students will be evaluated by the use of discussion questions, graded assignments, comprehensive assignments, research paper, projects, presentation, portfolio, quizzes, and exams.

Instructional Materials:


Guidelines for Requesting Accommodations Based on Documented Disability or Medical Condition

It is the intention of Highland Community College to work toward full compliance with the Americans with Disabilities Act, to make instructional programs accessible to all people, and to provide reasonable accommodations according to the law.

Students should understand that it is their responsibility to self-identify their need(s) for accommodation and that they must provide current, comprehensive diagnosis of a specific disability or medical condition from a qualified professional in order to receive services. Documentation must include specific recommendations for accommodation(s). Documentation should be provided in a timely manner prior to or early in the semester so that the requested accommodation can be considered and, if warranted, arranged.

On-Campus Students: At enrollment, any on campus student may complete a form that will allow them to self-identify any disability.

Off-Campus Regional Students: Self-identify your disability and accommodation needs with the Regional Coordinator and/or instructor, preferably prior to the first class meeting.

Online Students: Self-identify your disability and accommodation needs by contacting the Disabilities Coordinator. Students must provide their own programs to allow accessibility on their home computer.

Any student may also identify their disability by completing an online form located on the HCC homepage under Students Services/Resources/Disabilities. Questions should be directed to the Disabilities Coordinator.